

Student Lists

Creating and Managing Student Lists in Nanook Navigator (EAB Navigate)

What is a Student List?

Static list of students that can only be updated by the user that created them. A student list allows a user to upload a list of their own active students or they can create a student list from searches, reports, or individual student profiles. A user can perform advanced searches, report pulls on their student lists, or use for campaigns. List of ideas:

- List of advisees (until all advisees are updated in Banner)
- Continuing but not registered
- Pulling mid-term/final grades
- Specific demographic sets of students
- At-risk students (low GPA, low progress, no degree plan, progress report)
- Students set/not set for graduation

Where are Student Lists?

Student Lists can be found, created, or used in several parts of the platform: “Lists and Searches” (left-side panel) on Staff Home is where they are saved.

[Video on how to create student lists](#)

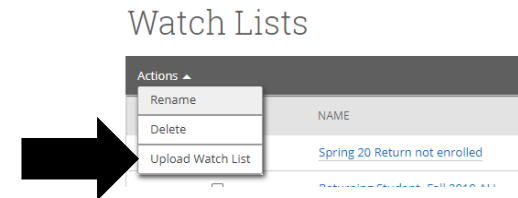
Creating a Student List by Uploading a CSV (Comma delimited)

1. Create a list of students from a report or excel file that you would like to monitor. The file will need a student ID column and student IDs.
2. Save your list of students (i.e.-not enrolled 2020) as a CSV (comma-separated values/ comma delimited) file. **When you save as a CSV file it will only save the current tab in the sheet, recommend saving one copy as excel workbook if you plan to come back to this data.*

Unicode Text
XML Spreadsheet 2003
Microsoft Excel 5.0/95 Workbook
CSV (Comma delimited)

Creating a Student List by Uploading a CSV, continued

3. Go to the Staff Home role in [Nanook Navigator](#) and left-side panel “Lists & Searches”
4. Scroll up to Student Lists and then click “Actions” drop down.
5. Click on Upload Student List

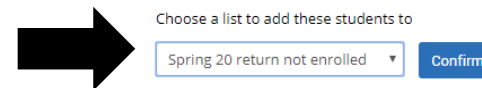


6. Choose a current student list to add students to OR select “New Student List” at the bottom. If this is a new student list, the next step is to name the student list. **recommend adding semester identifiers in the name.*

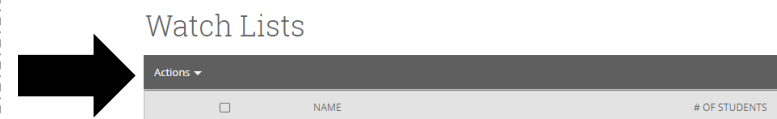


Upload File to Watch List

Choose a list to add these students to



7. Choose the CSV file of your student IDs and upload file.
8. Choose the column with the student ID numbers and save.
9. The system will need a few minutes to populate all students into the student list. If anyone is missing, please give ample time to import. If still missing students contact the [Nanook Navigator admin](#).

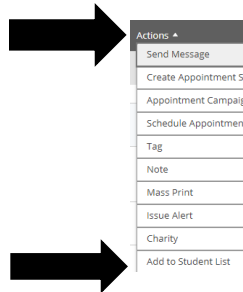


Need assistance? See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact uaf-nanooknavigator@alaska.edu.

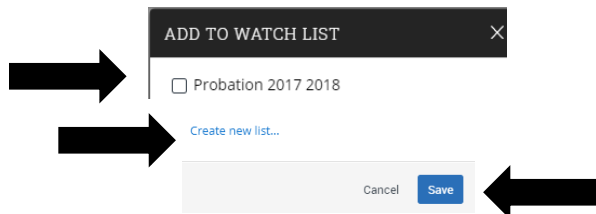
Student Lists

Creating a Student List from Advanced Search or Report

1. Go to the Advanced Search or Reporting icon (left-side panel).
2. Choose your search criteria, below are ideas:
 - a. Category ([key](#))
 - b. Area of Study
 - c. Assigned to—Advisor
3. Click on “Search” to populate your data
4. Click on the checkbox of the students you wish to add to a current or new student list. **If you click on check boxes and then click next (next page) your current selection of checked boxes will erase. Add the first page checked students to a new or current student list and then continue through the pages.* Another option is to check the All box and then export the data and remove student lines in excel. See the first page for importing a CSV file.
5. Click on actions and student to create a student list of students.

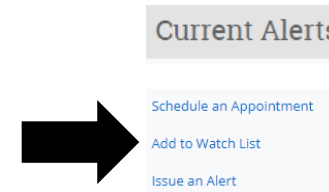


6. Choose a current student list by checking on the box or “create new list...”. **Do not uncheck the other student lists** unless you want the overlapping students to be removed from those other student lists.
7. Click save.



Adding an individual student to a student list

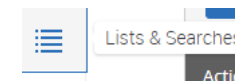
1. On the student profile, under Current Alerts (right side of the page) click “Add to Student List”



2. Choose the student list/s you would like to add this student to or create a new list.
3. Click Save.

Other Actions in Student Lists

1. Go to the Lists & Searches icon (left-side panel).



2. Click on the student list you would like to do an action with.

[TEST 2.17](#)

3. Select all or check the specific students you would like to do one of the following actions.
4. Click Actions and then an action:
 - Send Message (BCCs all recipients)
 - Appointment Campaign
 - Student (copy to another student list)
 - Remove from Student list (only way to remove a student from a student list)
 - Export student list